

**TOWN OF CAMDEN
DOWNTOWN MASTER PLAN – PROJECT CONTRACT**

Location: Camden

Contract Amount: \$20,000

Contract Begin Date: 11/16/2011

Contract Expiration Date: 6/30/2012

This Project Contract (hereinafter referred to as "Contract") is entered into by and between the **TOWN OF CAMDEN** (hereinafter referred to as "**Town**") with its principal administrative offices located at 29 Elm St Camden, ME 04843 and **LACHMAN ARCHITECTS & PLANNERS**, a corporation or other legal entity (hereinafter referred to as "**Consultant**"), with its principal place of business located at 165 State St Portland, ME 04101.

The following attachments are hereby incorporated into this agreement by reference:

- *Appendix A – Method of Payment and Price, Overhead Rate*
- *Appendix B – Scope of Work and Work Plan*
- *Appendix C – Downtown Plan components*

The Town and the Consultant, in consideration of the mutual promises set forth in this Contract, hereby agree as follows:

A. The Site and Scope of Work.

Camden's Downtown area for this Project must correspond and conform to the site as defined in the Camden Downtown TIF District and;

The Consultant agrees to complete all work as detailed in Appendix B with full participation of designated Town staff, the Community & Economic Development Advisory Committee (CEDAC), the Camden Downtown Business Group and the Penobscot Bay Regional Chamber of Commerce and;

Payment shall be made as provided by this Contract.

B. Time.

This Contract shall become effective on the date last signed and that date shall constitute the earliest date for which work may commence. The Consultant agrees to complete all project deliverables as outlined in this Contract on or before 03/30/2012.

The Expiration Date of this Contract is 06/30/2012, at which time work cannot continue under this contract without a modification in place to extend the expiration date.

C. Team Members.

The following are the team members representing the Consultant. No substitutions are allowed without prior notification and approval by the Town.

- Project Manager: Denis Lachman, assisted by Jake Keeler and Megan Cullen as required
- Other Personnel: Rodney Lynch, Regina Leonard, Michael Sabatini

D. Representations.

By signing below, the Consultant hereby represents that to the best of the Consultant's knowledge and belief:

1. All of the statements, representations, covenants, and/or certifications required or set forth in the Contract documents are complete and accurate as of the date of this Contract.
2. The Consultant knows of no legal, contractual, or financial impediment to entering into this Contract.
3. The person signing below is legally authorized by the Consultant to sign this Contract on behalf of the Consultant and to legally bind the Consultant to the terms of this Contract.
4. Work shall not commence prior to the Town's execution of this Contract and the Consultant receives a written Notice to Proceed.

E. Agreement.


The undersigned, having carefully examined the site of work and scope of work contained herein hereby agrees to supply all the professional services, materials, tools, equipment and labor to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed to in Appendix A.

Consultant agrees to perform the work required at the prices specified above in accordance with the terms of this Contract and to provide the appropriate insurance. Consultant also agrees:

First: That a current Certificate of Insurance will be provided before any work commences under this Contract. Consultant shall name the Town as an additional insured on the Consultant's Commercial General Liability Insurance Policy.

Second: To begin the work on the date specified herein, and to complete the work within the time limits herein in accordance with the terms and conditions of this Contract.

IN WITNESS WHEREOF, the Town and Consultant, for itself, its successors and assigns, hereby execute two (2) originals of this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.



Patricia Finnigan
Camden Town Manager



11/16/2011
Denis Lachman
Principal, Lachman Architects & Planners

Appendix A - Method of Payment and Price

In consideration of the performance of the services detailed in this proposal, the Town agrees to pay Consultant an amount not to exceed \$20,000 as follows:

- The Town shall be invoiced by the Consultant at three (3) intervals with the following, but not limited to, deliverables as detailed in the Work Plan:
 - December 30, 2011 – 30%
 - Data collection is completed
 - Meeting with Town conducted to establish/confirm direction.
 - February 29, 2012 – 20%
 - 1st public meeting held and review conducted
 - 2nd public meeting scheduled
 - Report started
 - March 30, 2012 – 50%
 - 2nd public meeting held and review conducted
 - Delivery of draft report
 - Delivery of final report
- Consultant shall list the personnel and time spent on the contract, hourly rates (wage, overhead), mileage, plus direct expenses.
- Invoices shall be due 30 days from the date invoiced.
- Consultant shall pay other team members within terms of their own agreements.
- Consultant shall indemnify and hold harmless the Town from any and all claims for payment, loss, damage or injury from any person, firm or entity which Consultant hires or engages to perform the scope of work designed herein.

Appendix B

Scope of Work – The Plan will describe effective and practical measures the Town may take to increase economic interest in the Downtown as well as promoting a livable and viable community that includes year round jobs. The Plan will inventory housing and historic preservations, and land and waterfront uses in the Downtown. It will assess the redevelopment potential of the Downtown's land and buildings, identifying those areas of "Spot blight", as defined by MRSA Title 30-A, Chapter 205, 5202 and HUD rules for CDBG Program activities. The Plan will identify a viable, realistic mix of public and private funding to benefit Downtown property and business owners and low- to moderate-income Downtown residents. The Town's long-term goal is to attract new businesses to the Downtown, strengthen those businesses already in the Downtown and to increase Downtown employment opportunities and social and recreational activities. The Plan will inventory public infrastructure, (streets, sidewalks, drainage, and lighting), create plans and itemize materials for their improvement and prioritize the schedule of improvements. It will identify areas for potential Downtown parking, review related Town ordinances and suggest viable ways of improving and increasing Downtown parking. The Plan will inventory existing walking paths and community parks. It may recommend locations for, and design, new pocket parks, showing connections to historically significant buildings. The Plan will suggest ways to increase public access to and use of Downtown amenities. It will identify locations for new signs and suggest signage designs and content to direct people to the Downtown and other areas of interest in and close-by the Downtown, including the Town Landing and existing and newly envisioned River walks. The Plan will provide detailed verbal and visual descriptions of ways to improve the Downtown's sense of identity and to raise all areas of its visibility, especially from Route 1. The Plan will embody the Community Vision Statement and will draw on Gateway 1 design principles and potential funding sources to suggest practical and realizable ways of making the Downtown more accessible from those areas of town, which Route One separates from the Downtown. In addition, the Plan must contain the components as found in Appendix C of this contract.

Purpose of the Plan - The purpose of the Plan is to be a roadmap for implementing the community's desire for an economically and socially robust downtown area that compliments the unique character of the town as a whole. The Plan will incorporate those relevant elements as found in the following, previously completed plans:

Economic Development Analysis and Action Plan
Strategic Economic Development Action Plan
Camden Downtown Municipal TIF District
An Economic Vision for Camden

Emphasis & Goals of the Plan — The emphasis is on Action Items and Funding Strategies in order to improve economic, social and recreational opportunities. The goals for the roadmap are to develop a cohesive, incremental, practical strategy to bring new business and public activities to the downtown village, improve way finding, streetscapes and public infrastructure, and better market the historic downtown.

Gateway 1 Focus — The project is relevant to the findings from Gateway 1, which is meant to focus on inventorying existing facade & streetscape conditions, and to work with downtown business owners and the public to make specific recommendations for streetscape improvements as well as outlining funding sources and timelines for completion. Streetscape improvements include items such as pocket parks, benches, lighting, tree planting, signage, traffic calming, & sidewalks.

Work Plan

RFQ Draft Scope of Services	Comments	Leadership & Fee Details	Total Budget \$20,000
-----------------------------	----------	--------------------------	--------------------------

1. Economic Revitalization, Funding Programs & Implementation			Allocation \$1,500
<ul style="list-style-type: none">Assess the redevelopment potential of the Downtown’s land and buildings	to be discussed	All	\$1,500
<ul style="list-style-type: none">Identify areas of “Spot blight”	to be discussed	Rodney Lynch	
<ul style="list-style-type: none">Describe effective and practical measures the Town may take to increase economic interest in the Downtown as well as promoting a livable and viable community that includes year round jobs	to be discussed		
<ul style="list-style-type: none">Identify a viable, realistic mix of public and private funding to benefit Downtown property and business owners and low- to moderate-income Downtown residents. The Town’s long-term goal is to attract new businesses to the Downtown, strengthen those businesses already in the Downtown and to increase Downtown employment opportunities and social and recreational activities.	to be discussed		
<ul style="list-style-type: none">CIP program for existing and planned development in the Downtown, planned projects and scheduling and funding sources.	to be discussed		

2. Gateway 1, Streetscape, Signs, Parking, Parks, Trails & Public Infrastructure	Comments	Leadership & Fee Details	Allocation \$7,000
BASE INFORMATION - Compile base plan from existing ArcGIS data; Update existing Town mapping in AutoCAD format; Update existing conditions as required for project through field verification.		MS	\$7,000
INVENTORY & ASSESSMENT - Conduct an inventory of the existing conditions in the downtown, as follows. Utilize the previous SWOT assessment., as applicable.		RSL / MS (as noted below)	
➤ PUBLIC INFRASTRUCTURE & STREETSCAPE. Inventory public infrastructure, (streets, sidewalks, drainage, and lighting). Incorporate and update inventories from previous studies.		MS (Utilities, streets) RSL (Sidewalks, Streetscape)	
➤ SIGNS. Prepare a general assessment of existing signage within the downtown. Identify by typology and location. Delineate key downtown destinations, including public parking facilities.		RSL	
➤ PARKING. Utilize the findings and recommendations of the Economic Development Analysis & Action Plan. Provide graphic showing existing public/private/potential shared-use parking facilities proximate to downtown.			
➤ PARKS & TRAILS. Inventory existing walking paths and community parks.			
➤ CIRCULATION. Consider routes from parking areas, businesses, neighborhoods to downtown destinations and public open spaces and trails.			
GOALS & OBJECTIVES TO GUIDE SCHEMATIC MASTER PLAN - Prepare goals and objectives identified in previous studies, including the Gateway 1 Corridor Action Plan and the recent Economic Development Action Plans. These would include, but not be limited to the following:			
➤ Provide detailed verbal and visual descriptions of ways to improve the Downtown’s sense of identity and to raise all areas of its visibility, especially from Route 1.			
➤ Embody the Community Vision Statement and draw on Gateway 1 design principles and potential funding sources to suggest practical and realizable ways of making the Downtown more accessible from those areas of town, which Route One separates from the Downtown			
MASTER PLAN CONCEPT - Prepare a conceptual Master Plan for the Downtown that addresses the Goals & Objectives and provides a cohesive plan incorporating the elements of streetscape, public infrastructure, signs, parking, parks and trails, and circulation improvements:		RSL (Design) MS (Peer Review & Comment)	

➤ PUBLIC INFRASTRUCTURE & STREETSCAPE. Create a concept; itemize and prioritize the schedule of improvements for public infrastructure & streetscape.	RSL	
➤ SIGNS. Identify locations for new signs and suggest a general typology for signage to direct people to the Downtown and other areas of interest and business in and close-by the Downtown, including the Town Landing and existing and newly envisioned River walks.		
➤ PARKING. Identify public parking facilities and potential shared facilities to accommodate downtown residents, workers and visitors. If appropriate, include the recommendations of previous planning efforts.		
➤ PARKS & TRAILS. If appropriate, identify locations for, and design of new pocket parks, green spaces and pedestrian paths or trails, including connections to historically significant buildings.		
➤ CIRCULATION. Suggest ways to increase public access to and use of Downtown amenities, including improved sidewalks, paths, shared spaces and crossings, with consideration for traffic calming or other changes to vehicular travel ways.		
COST ESTIMATES - Prepare quantity take-offs and concept-level cost estimates for envisioned changes.	RSL (General Improvements) MS (Utilities, Street & Drainage Improvements)	
PHASING & IMPLEMENTATION - Provide recommendations for sequential phasing of improvements and identify potential funding sources.	RSL MS	
REPORT - Refer to Item 5.		

3. Buildings & Historic Preservation	Comments	Leadership & Fee Details	Allocation \$1,500
<ul style="list-style-type: none"> Identify downtown housing and employment opportunities Survey of buildings and conditions; inventory retail/commercial space; Inventory downtown facades for conditions of spot blight; Inventory historic properties 		L A&P	\$1,500
<ul style="list-style-type: none"> Provide assessments in a format that can become the foundation for a possible future CDBG Façade Improvement application. 	not included because not identified, but recommended	included in above	\$0

4. Community Planning & Citizen Participation	Comments	Leadership & Fee Details	Allocation \$3,000
<ul style="list-style-type: none"> Full participation of designated Town staff, the Community & Economic Development Advisory Committee (CEDAC), the Camden Downtown Business Group, and the Penobscot Bay Regional Chamber of Commerce 		<ul style="list-style-type: none"> Leadership by Town's team is essential for local "ownership". 	\$0
<ul style="list-style-type: none"> Hold two public meetings for community input and participation; Project Manager in attendance and other Consultant's team, as appropriate, based on agenda 	<ul style="list-style-type: none"> Build upon previous Vision & SWOT 	<ul style="list-style-type: none"> Leadership by Town's team is essential for local "ownership". Town's team and Consultant's team jointly "design" meetings and present. Invitations, press, set up and logistics by Town's team. 	Mtg #1 \$1,500
		<ul style="list-style-type: none"> Same as Mtg #1 	Mtg #2 \$1,500
<ul style="list-style-type: none"> Conduct surveys and to disseminate, collect and analyze the results of questionnaires the successful bidder designs to ascertain those issues and concerns Town citizens and business owners have for the Downtown. 	<ul style="list-style-type: none"> As needed. May be part of public meetings, digital or other. 	<ul style="list-style-type: none"> Leadership by Town's team is essential for local "ownership". Town's team "designs" survey and analyzes results with input from Consultant's team. 	\$0

5. Coordination & Report	Comments	Leadership & Fee Details	Allocation \$6,000
<ul style="list-style-type: none"> • Coordinate all team efforts • Interface communication and scheduling with the Town 		<ul style="list-style-type: none"> • DL – 9 hrs @\$110 = \$1,000 	\$1,000
<ul style="list-style-type: none"> • Town's team meetings 	<ul style="list-style-type: none"> • (2) 1 ½ hr mtgs • (2) 1 ½ hr mtgs 	<ul style="list-style-type: none"> • RL & MS attend, DL & RSL by call. • RL & MS attend • Prep, agenda, & brief recap. 	\$1,000
<ul style="list-style-type: none"> • Produce a well-organized and reader-friendly report including a schedule and prioritization for implementing suggested goals and changes 	90% Draft	<ul style="list-style-type: none"> • DL – 10 hrs @\$110 = \$1100 • RL – 6 hrs @\$75 = \$450 • RSL – 16 hrs @75 = \$1200 • MS = \$250 	\$3,000
	100% Draft	<ul style="list-style-type: none"> • DL – 4 hrs @\$110 = \$440 • RL – 2 hrs @\$75 = \$150 • RSL – 4 hrs @90 = \$360 	\$1,000

6. Direct Expenses			Allocation \$1,000
<ul style="list-style-type: none"> • Mileage & Printing 			\$1,000

October	10/14 - RFQ due 10/25 - Meet with CEDAC 10/27 – Notice of Selection
November	11/16 – Select Board award contract Begin data gathering Attend Town's team meeting
December	Complete data gathering Meet with Town's team to establish/confirm direction + plan Public Meeting #1
January	Meet with Town's team Public Meeting #1
February	Begin Report Meet with Town's team to review Public Meeting #1 + plan Public Meeting #2
March	Advance Report Public Meeting #2 Issue 90% Report Meet with Town's team to review Public Meeting #2 + Review 90% Report 3/30 - Deliver Final Master Plan

Work Plan Assumptions

1. *Survey Design* — If a survey is deemed valuable, it will be designed in collaboration with the Consultant and the Town.
2. *Survey Distribution* — The Town will provide the database and take charge of distribution (printing/mailling logistics and associated costs).
3. *Collation of Survey Data* — Consultant will collaborate with the Town to jointly design the format for collation, and the Town will lead the effort to collate survey return data.
4. *Distribution of Interim and Draft Documents* — Consultant will email PDF documents to the Town, who will take charge of distribution (printing/distribution logistics and associated costs) to the appropriate parties.
5. *Final Document for Presentation* — As identified in the RFQ, Consultant will take charge of producing and delivering final versions of the Plan.

Appendix C — Downtown Plan components

Maps – The Plan must include a map that conveys the downtown area and defines the geographic boundaries of your downtown. Several maps, and possibly overlay maps, are necessary in order to effectively convey the various plan components.

Zoning and ordinances – The Plan should include information on the community's zoning regulations and ordinances as it affects the downtown district. These may be included in their entirety in an appendix, and referenced in sections that discuss potential changes to existing ordinances or zones.

Survey of buildings and their conditions – The Plan needs to convey what buildings make up the downtown, and what condition those structures are in. In order to adequately market the downtown it's important to know the square footage of each commercial structure. It also needs to identify how many floors are in the structure, general condition of the building; whether one or more elevators access which floors, and current and/or potential uses (e.g. whether there are housing units on the upper floors, office space, or some combination.) This enables the calculation of square footage of available retail space, office space, etc. It should document the year the structure was built, determine if it is listed in the National Register of Historic Places, if it has determined formally eligible for listing in the National Register of Historic Places, and/or if it is protected through a local historic preservation ordinance. It should also indicate whether Design Guidelines or Design Standards have been adopted and, if so, how they are managed.

Inventory of retail/commercial space – The Plan should contain an inventory of retail/commercial space. This is assembled using the information obtained as part of the building survey. This inventory needs to include ownership of each building.

Parking – The Plan needs to identify the number of parking spaces and their locations. Include public and private lots, and any time sharing arrangements. If there is a parking management plan attach it as an appendix.

Consistency with Comprehensive Plan – The Plan must be consistent with the Comprehensive plan.

Residential – The Plan should identify the number of apartments or housing units available in the downtown. It should also identify adjacent residential zones. The plan will examine pedestrian routes from the adjacent residential to the downtown.

Employment opportunities – Under Maine law, a portion of the definition describes the downtown as “the central business district of a community that serves as the center for

socioeconomic interaction in the community.” This means jobs. Articulate the types of employment and calculate the approximate number of employment opportunities, or positions, in the downtown.

Recreation – Identify areas of recreation, greenways, green space, parks, and their amenities and maintenance, etc. A map is required.

Walkability – Pedestrianism, bike paths and pedestrian trails and walkways. Indicate any trail access, or potential linkage, into downtown. A map is necessary to show location and linkages of existing and proposed trail, path, and walkway improvements.

Transportation, gateways and traffic circulation – Include information regarding public transportation access and routes, if applicable. Identify gateways, one-way streets, and traffic circulation patterns. Assess the condition of the streets, sidewalks, and curbing.

Infrastructure – Describe availability, size, and condition of public infrastructure (sewer lines, pump stations, and treatment plant, water lines and treatment facilities, street lighting, electrical lines, cable, and phone lines). Include an estimate of costs of utility line undergrounding or relocating off Main Street, if possible.

Signage – Describe how the sign ordinance is applied and enforced. Describe the condition of, or lack of, business signs, way-finding signage, historic and cultural signage.

Capital Improvements Program – How does the capital improvement program relate to existing and planned developments in the downtown? What is planned, when, where and how? Describe existing maintenance programs and schedules and any potential new funding source to accomplish the goals.

Public input – The Plan must describe how the public was involved in the planning process and how the public will continue to be engaged in its implementation.